

# UNC School of Library and Information Science

## INLS 520-3: Organization of Information Spring 2013

**Meeting times  
& location** Mondays and Wednesdays 11:00 am - 12:30 pm  
351 Hamilton Hall

**Course websites** <https://sakai.unc.edu/portal/site/77bcb591-6358-4a96-8e24-7daa99d2c950>

**Instructor** Denise Anthony  
Email: [anthonyd@email.unc.edu](mailto:anthonyd@email.unc.edu)  
Office: 200 Manning Hall  
Phone number: 919 962 3638

**Office Hours** M, T, W 2-3 pm *and by appointment*

### Description

“Introduction to the problems and methods of organizing information, including information structures, knowledge schemas, data structures, terminological control, index language functions, and implications for searching.” <http://sils.unc.edu/courses#102>

This course will introduce you to concepts that you will build upon in future classes and will help you to better understand the field of Library and Information Science. Specifically, you will learn about the development and application of organizations systems for information, as well as critical terms, concepts and the skills needed to work with organization systems and their users.

### Objectives

- Understand and apply the critical terms, main concepts, and specific challenges of information representation and organization.
- Analyze and evaluate principles and practices of information organization, including metadata functions as well as classification theory and schemes.
- Identify and implement standards for classification systems as well as data structure, content, and value.
- Compare aspects and create examples of controlled vocabularies, thesauri, taxonomies, and ontologies.
- Develop skills relating to the creation and use of organization systems.

## Communication

Sakai is the central source of information for the class. Announcements or important updates will be posted there, but I will also send email to the group. You can reach me most readily through email. I will try to answer you within 24 hours (note: I never look at email in the middle of the night!)

## Assignments and Evaluation

Course grades are determined as follows:

10 points: Class Participation

70 points: Assignments

20 points: Final Exam

For graduate students, points will be converted to letter grades as follows:

100-95: H, 94-80: P, 79-70: L, < 70: F

For undergraduate students, points will be converted to letter grades as follows:

100-95: A, 94-91: A-, 90-88: B+, 87-85: B, 84-81: B-, 80-78: C+, 77-75: C, 74-71: C-, 70-68: D+, 67-60: D, < 60: F

See the [undergraduate bulletin](#) for definitions of these letter grades.

### Class Participation [10 points]

You are expected to **attend class** and **actively participate in (but not dominate) class discussions**. Information organization is a critical component in the development, implementation, and function of any information system, and our class sessions will provide opportunities for class discussion. Discussion is integral to the learning process. That said, it is difficult to quantitatively assess participation in discussions. So, you will begin the semester with five participation points. You can raise this to the full ten by regularly participating in class discussions and insightfully answering questions and commenting on others' contributions. Conversely, failing to attend class and tuning out of class discussions will cause you to lose participation points.

### Assignments [70 points total]

See the Assignments section in Sakai for details. All assignments will be submitted through Sakai. Points will be deducted for late assignments. Please contact me ahead of time if you there is a

Assignment #1 Organization System Evaluation	1/23/2013	10
Assignment #2 Creating a Vocabulary & Descriptions	2/18/2013	10
Assignment #3 Building a Taxonomy	2/25/2013	10
Assignment #4 Classifying	3/6/2013	10
Assignment #5 Branch assignment	TBD	10
Assignment #6 Branch assignment	TBD	10
Assignment #7 Branch assignment	TBD	10

**Exam** [20 points] (Before “branches” begin)

## **POLICIES & HONOR CODE**

### **Honor Code**

Please respect the UNC Honor Code (<http://honor.unc.edu/>). Collaboration, discussion, and seeking assistance from other students as part of the course objectives is encouraged in this class and is not a violation of the Honor Code; however each student is responsible for their own final assignment submissions. In the case of written work, all words drawn from others must be attributed appropriately (<http://www.lib.unc.edu/instruct/tutorials.html>).

### **Professional Conduct**

Please demonstrate integrity and professionalism in your participation in this course. This includes showing respect for all members of this course and all comments and questions posed by them.

### **Students with Disabilities**

Any students requiring academic accommodations must be registered with Disability Services (<http://disabilityservices.unc.edu/>). This office will notify the instructor identifying what accommodation(s) are needed and what services may be available to the student.